



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: California Department of Education School Library Survey, 2015-2016

NUMBER: REF-6621.1

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ROUTING

LD Superintendents
Administrators of Instruction
Directors
Principals
Teacher Librarians
Library Aides
Charter Schools Division

DATE: March 29, 2017

PURPOSE: The purpose of this Reference Guide is to provide school staff with directions for completing the online California Department of Education School Library Survey for the 2015-2016 school year. All schools must complete the survey.

MAJOR CHANGES: This Reference Guide replaces REF-6621 titled *California Department of Education School Library Survey, 2014-2015*, dated November 30, 2015, to provide directions on completing the newly revised survey.

BACKGROUND: Education Code Section 18122 directs local governing boards to report to the California Department of Education (CDE) on the condition of school libraries. CDE created this online data collection survey to meet the Education Code requirement and to develop an accurate picture of the condition of school libraries across the state.

- INSTRUCTIONS:**
- I. **COMPLETION OF SURVEY FOR LIBRARIES THAT SERVE ONE CAMPUS**
 - A. Attached is an annotated copy of the CDE Library Survey for use as a worksheet in preparation for completing the online survey (see Attachment A).
 - B. To complete the survey:
 1. The CDE Library Survey page can be reached by going directly to <http://www.cde.ca.gov/ci/cr/lb/schlsurvwelcompag.asp> or by going to the Quick Links section of the Integrated Library and Textbook Support Services website (<http://www.iltss.org>).
 2. Move to Start Survey Here link (scroll towards bottom of page).
 3. After clicking on Start Survey Here, the Log-on page will appear.
 4. Please note that the information is for the 2015-2016 school year. Schools that opened in the 2016-2017 school year simply answer No to Question 1. This should automatically take you to the close of the survey.



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5. For questions 2, 3, 4, 5, 9, 26-30, 37, 43, 48, 50 and 61, additional directions are included (in dark red text) in Attachment A. These directions are *not* included in the online survey.
6. If an entry cannot be deciphered by the database, you will be prompted to go on or to correct the entry.
7. Each school has a record in the database. First select the county (Los Angeles). Next, select the district (Los Angeles Unified School District). Finally, select the name of your school. Schools are listed by their full names.
8. When requested to enter a password, enter the following case and space sensitive phrase: @YourLibrary.
9. Click on Logon. Question 1 should appear.
10. Answers are recorded when you use either the Next or Submit buttons. Do not use your browser's Back button.
11. The online version shows only one question per screen.
12. You may return to the survey at any time to make changes before June 30, 2017. *All schools must complete the survey.*
13. Print the summary of your answers once you have completed the survey.

II. COMPLETION OF SURVEY IF YOUR SCHOOL LIBRARY SERVES MORE THAN ONE SCHOOL ON A CAMPUS

- A. Complete the entire survey for your primary location.
- B. For all the other schools, select: No, we used a library on an adjacent school campus.
- C. Enter the name of the school site library used in the box provided.
- D. You should be taken directly to the end of the survey.
- E. Complete these steps for all co-located campuses to link them to the original survey data. You do not need to re-enter data for each school separately.

III. TIMELINE

The survey must be completed online by Wednesday, May 31, 2017. A copy should be retained for the school library's files and a copy given to the principal.

ASSISTANCE:

- Call Integrated Library and Textbook Support Services at (213) 241-2733
- Create an online ticket through the IT Helpdesk Service Request System @ <https://lausd.onbmc.com>
- Contact Kathleen Sheppard, Coordinating Field Librarian, at (213) 241-2285
- Contact Esther Sinofsky, Administrative Coordinator, at (213) 241-1236